



## QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

<b>Position:</b>	Pathways & Performance Manager	<b>Position Type:</b>	Full Time (week-ends included)
<b>Location:</b>	Milton, Brisbane, or elsewhere as agreed.	<b>Salary:</b>	Attractive Salary + Super
<b>Reports to:</b>	Chief Executive Officer	<b>Direct reports:</b>	N/A
<b>Internal Stakeholders:</b>	Chief Executive Officer Game Development Manager & Staff Business & Finance Manager Sport Operations Manager Commercial Partnerships Manager State Coaches and Team Personnel Referee Director & Panel	<b>External Stakeholders:</b>	Regional Boards, Staff, Volunteers, and Technical Committees Affiliated Associations Schools/Teachers Coaches/Field Officers Referees/Referee Coaches Touch Football Australia

### ORGANISATION OVERVIEW

Queensland Touch Football (QTF) is a member organisation of Touch Football Australia (TFA) and forms part of the strategic alliance with the National Rugby League. The sport is one of Queensland's most popular participation sports, with over 7,500 teams participating annually in affiliated and commercial competitions from Thursday Island and Weipa to Rockhampton, Brisbane and Bilambil.

QTF governs six regions and 79 affiliated associations across the state and is responsible for the leadership and management of competitions, representative pathways, events, game development and participation. Leading QTF are a Board of Directors and a Chief Executive Officer who are responsible for the development, implementation, and achievement of the sport's Strategic Plan.

Queensland Touch Football has a vision to Unite, Inspire and Grow touch football through our key strategic pillars, aligned with our why, how and values.

**Our Vision:** Unite, Inspire and Grow

**Our Why:** We strive in all we do to provide fun, memorable, and inclusive experiences through Touch Football.

**Our How:** We do this is by providing pathways and structures that aim to unite, inspire, and grow the sport of Touch Football through all the communities we service.

**Our Values:** Forward Thinking | Stronger Together | Leading with Humility | Passionately Proud | Fostering Fun

### POSITION OVERVIEW

This position requires a dynamic leader who can drive the vision for talent development and enhance performance outcomes across Queensland.

Reporting to the CEO, the QTF Pathways and Performance Manager will play a pivotal role in shaping and managing the talent and performance pathways in Queensland, focusing on strategic leadership and operational excellence.

You will work closely with the Game Development Manager and staff, responsible for participation growth and enhancing player, coach and referee capability, leading into engagement in talent pathways.

### KEY RESPONSIBILITIES

#### Vision Alignment and Community Engagement:

- Ensure talent pathways across Queensland share an aligned vision, providing for the continuing development of talented players, coaches and officials to ensure our performance goals are met.
- Lead the strategic alignment of talent and performance pathways and engage with community stakeholders to foster and support a sustainable athlete development ecosystem across Queensland, from junior to elite
- Oversee the QLD pathway and performance taskforce and manage representative teams, state coaches and state referee panel.

U N I T E . I N S P I R E . G R O W .

### **Talent Pathways Review Implementation:**

- Drive the delivery of QTF Talent Pathways Review recommendations, including leading taskforce, developing action plan and timelines, resource allocation, monitoring and evaluating deliverables.
- Develop and implement the QTF Talent & Performance Pathways Plan, with the assistance of QLD pathway and performance taskforce, ensuring alignment with organizational goals.
- Support the delivery of the Talent Pathways Grant initiative to deliver athlete talent pathways framework and curriculum across Queensland.

### **Pathway Identification and Development:**

- Actively manage statewide best practice talent identification, selection methodologies, curriculum, policies and procedures to support a consolidated and strong pathway across Queensland.
- Develop and implement data driven talent identification, development and support systems for use state-wide.
- Implement and evaluate standardised protocols for ongoing review of players, coaches and referees.
- Support the development of 'best practice' program, competition, event structures to support pathway progression.
- Implement initiatives aimed at improving accessibility to competitions and events, ensuring equitable opportunities.

### **Professional Development Initiatives:**

- Attract, support, develop and retain skilled leaders within the talent and performance pathways ecosystem.
- Drive continuous professional development opportunities for talented athletes, coaches, and referees and encourage knowledge sharing and exchange of best practices.
- Collaborate with state and regional technical panels to assist with coach development and mentoring, player/coach selection and policies, and program evaluation and reviews.
- Develop and organise professional development workshops, collaborative learning opportunities and mentoring.
- Actively manage coach and referee development, including assigning mentors for ongoing guidance and support.

### **Maintaining a Competitive Advantage:**

- Provide the highest possible standards in the delivery of programs, camps, and tours; including active planning, good communication, adequate preparation to ensure quality experiences and outcomes for player, coach, and referee.
- Ensure athlete physical requirements to perform at their best are a top priority, while maintaining integrity at all times in accordance to organisation policies.
- Ensure evaluation processes are effectively implemented and continuous improvement always remains a priority.
- Liaise with athletes/parents, coaches and officials regarding training, programming and administrative matters.
- Maintain organisational processes in relation to supporting volunteer management.
- Drive program innovation to maximize competitive advantage, including through the use of technology.

### **State Representative Performance Pathways:**

- Oversee the day-to-day organisational, administrative, and logistical support for performance and representative teams, including Queensland State of Origin and NRL Touch Premiership.
- Manage the appointment processes of all representative coaches, team officials and referee personnel.
- Oversee and provide direction for the coaching team, programs/plans for all State of Origin and NRL Touch Premiership coaches and their activities including preparation for planning, delivery and review.
- Oversee performance appraisals and standardised review processes for players, coaches and referees to ensure continuous improvement of performance pathways and representative teams.
- Plan, implement and evaluate programs, camps and tours ensuring all operational activities align performance goals.
- Engage state/performance coaches and referees to support the wider community through their involvement in talent pathway camps, programs, workshops, seminars and courses.
- Assist in promotion of talent pathways and performance programs and initiatives to engage communities and positively promote and profile our players, coaches, officials and referees.

### **Operational Leadership:**

- Establish partnerships and foster relationships with internal and external parties to promote and support pathways.
- Proactively identify resource gaps or develop tools to assist operational staff in any of above areas to provide more effective and efficient practices.
- Manage project budgets and financial requirements related to portfolio.
- Represent QTF where appropriate to media, sponsors and suppliers.
- Provide management and program reports for Board, as required.
- Other duties, as required.



## KEY RELATIONSHIPS

- Work closely with and under the direction of CEO.
- Work with relevant QTF personnel, state and regional technical panels.
- Work with relevant personnel in various levels of TFA, NRL and government.
- Provide support for QTF Game Development staff in growing participation and talent pathways.
- Provide customer service to participants, affiliates, volunteers and partners.

## KEY SELECTION CRITERIA

### Essential

- A minimum of 3 years' experience and proven experience in talent development, sports coaching or management.
- Strong understanding of talent and performance pathways, particularly in Touch Football or similar sports.
- Effective writing skills, with a proven track record in composing clear, effective policy documents and resources.
- Excellent communication skills supported by interpersonal skills of a high order.
- Exceptional leadership, communication and stakeholder engagement skills.
- A passion for enhancing athlete, coach, and referee development.
- Sound knowledge, relationship or background in the sport operational requirements of Touch Football or a willingness to quickly develop related skills and knowledge of the structure and operation of QTF.

### Qualifications

- Tertiary qualifications in sport management, education or related fields are desirable.
- High level Touch Football specific coach and/or referee accreditation.

### Skills and Competencies

- Strategic thinking and planning capabilities.
- Excellent organizational and logistical skills.
- Ability to work collaboratively with diverse community groups and stakeholders.
- Strong problem-solving skills and adaptability to changing environments.
- Commitment to promoting inclusivity and accessibility in sports.

### Other Requirements

- Current drivers' licence.
- Must hold or be eligible to hold a Blue Card.
- Capacity to work outside of normal working hours and undertake travel as required.
- Display a high quality of personal appearance and conduct.
- Always observe strict confidentiality, promoting Touch Football and the QTF brand internally and externally by upholding all organisational values.

## COMMITMENT TO CHILD SAFETY

Queensland Touch Football is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times ensure a child safe environment is maintained.

The QTF Child and Youth Risk Management Strategy details the standards, requirements and practices that apply to all employees and volunteers of QTF, its Member and Affiliated Associations and their Clubs working with or within the delivery of touch football to children and young people under the age of 18 years.

**A current Blue Card is a minimum requirement of this position. All employees must comply with the current Blue Card/Working with Children Check requirements.**

## HOURS OF WORK

The sport industry operates outside of traditional business hours, including weekends, and to succeed in this role, you must be willing and able to work when and where sport is happening. We have a flexible approach ensuring our people can balance family life and personal commitments alongside the demands of the industry.

## KEY PERFORMANCE INDICATORS

KPI's will directly relate to achieving key objectives of QTF Strategic Plan. These will be determined and agreed annually.



## HOW TO APPLY

To be considered for this role, please submit the following to [vacancies@qldtouch.com.au](mailto:vacancies@qldtouch.com.au):

- Letter of application outlining your experience and addressing the **Key Selection Criteria**, and
- Resume (PDF version preferred)

For enquiries, please contact:

Greg Denny  
Chief Executive Officer  
E [greg.denny@qldtouch.com.au](mailto:greg.denny@qldtouch.com.au)  
M. 0417 025 420

**Applications close on Friday 18<sup>th</sup> October 2024.** Please Note: Interviews may commence prior to the close date.

### **Eligibility and the right to work in Australia**

Employment with QTF requires you to have Australian citizenship or to be a permanent resident of Australia or New Zealand or to have a valid visa that provides work rights.